

The U.S. Mission in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Vacancy Announcement No. / Position Title

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[FSN# 2014/12 / Medical Research Scientist \(Clinical Unit Leader, HIV/STD Research Program\)](#)

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FSN# 2013/115 (T)
Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies;
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/115
Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/119

Receptionist

OPEN TO: All Interested Candidates

POSITION: Receptionist, FSN-4

OPENING DATE: November 22, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, TH B 251,050 per annum (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Executive Office (EXO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent is one of the two receptionists who are responsible for switchboard operator and receptionist duties for USAID/RDMA. In additions to receptionist job, the incumbent also provide administrative services to Executive Office as assigned.

QUALIFICATIONS REQUIRED:

- (1) Completion of high school;
- (2) At least three years in an office setting, with at least one year working experience in an English speaking environment;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (good working knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least 600, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must possess a strong oral communications skills and effective team working skills;
- (5) Ability to define and understand telephone switchboard operation, basic function of microcomputers and a local area network, software package (MS Office: Excel, Word, PowerPoint, Outlook).

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/128 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7, Trainee

OPENING DATE: December 13, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/128

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: December 13, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2014/5 (T)
Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-9, FP-5(step 1 thru 4)

OPENING DATE: January 17, 2014

CLOSING DATE: February 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5(step 1 thru 4)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Enteric Diseases/Bacteriology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Bacteriology Section to supervises 5 medical research technicians and direct all research studies in Bacteriology Section. The position involves planning new research projects, writing research proposals to obtain grants and funding, preparing presentations, project outlines, reports, Standard Operating Procedures (SOPs) and manuscripts for publication. The position serves to develop, perform, and analyze routine and advanced/complex microbiology research studies for the Department of Enteric Diseases.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master degree in Microbiology, Biotechnology or Molecular Biology is required;
- (2) Four years of progressive experience in conducting various types of microbiology assays is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to plan, design, develop and review SOPs and research proposals is required;

- (5) Able to write manuscripts for publications, status reports, and research proposal to prepare presentations of research work is required;
- (6) Have a standard computer skills e.g. Microsoft office (Word, Excel, PowerPoint, Access), Internet Explorer, PDF and Adobe and EndNote software to do reference searches, citations, to edit and to format bibliographies for manuscripts.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 13, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/123). Applications previously received will also be considered.”

FSN# 2014/5

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10, FP-5(step 5 thru 14)

OPENING DATE: January 17, 2014

CLOSING DATE: February 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5(step 5 thru 14)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Enteric Diseases/Bacteriology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Bacteriology Section to supervises 5 medical research technicians and direct all research studies in Bacteriology Section. The position involves planning new research projects, writing research proposals to obtain grants and funding, preparing presentations, project outlines, reports, Standard Operating Procedures (SOPs) and manuscripts for publication. The position serves to develop, perform, and analyze routine and advanced/complex microbiology research studies for the Department of Enteric Diseases.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Master degree in Microbiology, Biotechnology or Molecular Biology is required;
- (2) Five years of progressive experience in conducting various types of microbiology assays is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to plan, design, develop and review SOPs and research proposals is required;

- (5) Able to write manuscripts for publications, status reports, and research proposal to prepare presentations of research work is required;
- (6) Have a standard computer skills e.g. Microsoft office (Word, Excel, PowerPoint, Access), Internet Explorer, PDF and Adobe and EndNote software to do reference searches, citations, to edit and to format bibliographies for manuscripts.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 13, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/123). Applications previously received will also be considered.”

FSN# 2014/12

Medical Research Scientist (Clinical Unit Leader, HIV/STD Research Program)

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-12, FP-3

OPENING DATE: January 24, 2014

CLOSING DATE: February 13, 2014

WORK HOURS: Full-time; 40hours/week

SALARY:

Ordinarily Resident (OR): FSN-12 ฿1,439,657 annum (Starting salary)

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist / Leader of the Clinical Unit, HIV/STD Research Program, in its Behavioral & Clinical Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at the Hospital for Tropical Diseases, Mahidol University, 420/6 Rachavithi Road, Rachathewi, Bangkok 10400, Thailand

BASIC FUNCTIONS REQUIRED:

Leads the Clinical Unit located at Silom Community Clinic @ TropMed and oversees the entire unit that consists of Clinical Services, Clinical Assistance, Pharmacy, Physician, Data Management, and Laboratory teams. Conducts clinical research on HIV infection, AIDS, and related topics. The incumbent plans and coordinates new research activities, supervises study implementation, and conducts other HIV/STD clinical trial activities.

QUALIFICATIONS REQUIRED:

- (1) M.D. degree or Ph.D. degree in a medical or biological science. Licensed to practice medicine required (please attached a valid licensed with the application);
- (2) At least five years of progressively responsible work experience in epidemiology or public health practice, epidemiological research, clinical medical research, or related biomedical research. Including one year of supervisory experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Able to provide clinical care for early HIV infection, tuberculosis and sexually transmitted infections for cohort members and potential enrollees;
- (5) Able to collect and analyze data from research studies, with assistance, as needed, from data management specialists/statisticians;
- (6) Able to recognize protocol deviation, to independently develop Standard Operating Procedures (SOPs) and Site Specific Procedures (SSPs) and Clinical study forms such as Clinical Research Forms (CRFs).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 13, 2014

FSN# 2014/14 (T)
Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-6, FP-8, Trainee

OPENING DATE: January 31, 2014

CLOSING DATE: February 13, 2014

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: N/A

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Special Assistant office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Supervises 1 Locally Employed (LE) Staff and 7 contractors to include scheduling LES staff shifts/working hours, be able to manage overtime appropriately. Acts as Dispatcher for all driver movements and supervise the maintenance and care of SA's vehicle fleet. Coordinates/Liaison with Thai or other government officials as applicable in support of the Embassy's mission as it relates to the interaction with SA officials in the course of day to day business. Liaison with local service providers, vendors, hotels and contractors for scheduling procurements and catering functions and Ad-Hoc SA projects. Performs Payroll functions for SA's contract LE Staff employees and pay local bills, maintain an RF to meet SA's mission needs.

QUALIFICATIONS REQUIRED:

- (1) Completion of college studies, commercial college, or high vocational school
- (2) At least two years' experience in administrative, office/logistic management duties/functions with additional six-month supervisory experience;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to schedule, dispatch and supervise a staff of eight employees;
- (5) Ability to coordinate and liaison with local vendors, government contacts and officials;

(6) Must demonstrate the flexibility and willingness to react and deal with ad-hoc mission requirements.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 13, 2014

FSN# 2014/14

Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7, FP-7

OPENING DATE: January 31, 2014

CLOSING DATE: February 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Special Assistant office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Supervises 1 Locally Employed (LE) Staff and 7 contractors to include scheduling LES staff shifts/working hours, be able to manage overtime appropriately. Acts as Dispatcher for all driver movements and supervise the maintenance and care of SA's vehicle fleet. Coordinates/Liaison with Thai or other government officials as applicable in support of the Embassy's mission as it relates to the interaction with SA officials in the course of day to day business. Liaison with local service providers, vendors, hotels and contractors for scheduling procurements and catering functions and Ad-Hoc SA projects. Performs Payroll functions for SA's contract LE Staff employees and pay local bills, maintain an RF to meet SA's mission needs.

QUALIFICATIONS REQUIRED:

- (1) Completion of college studies, commercial college, or high vocational school
- (2) At least two years' experience in administrative, office/logistic management duties/functions with additional one-year supervisory experience;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to schedule, dispatch and supervise a staff of eight employees;
- (5) Ability to coordinate and liaison with local vendors, government contacts and officials;
- (6) Must demonstrate the flexibility and willingness to react and deal with ad-hoc mission requirements.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 13, 2014

FSN# 2014/15 (T)
Security Investigator

OPEN TO: All interested Candidates

POSITION: Security Investigator, FSN-8; FP-6, Trainee

OPENING DATE: January 31, 2013

CLOSING DATE: Until filled.

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Conduct a variety of sensitive and complex investigation concerning misconduct, criminal activity, threats or security incidents as well as pre-employment investigations for security clearance for locally employed staff and local contractors. Duties include coordinating responses to emergency situations involving accidents and criminal actions and maintaining liaison with high level officials of Royal Thai Government (RTG), Royal Thai Police (RTP) and military offices.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Political Science, Social Science, Public Administration or related discipline;
- (2) Two years of progressively responsible experience in investigative work with military, police, private security organization;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Ability to maintain extensive contacts with officials of local government;
- (5) Ability to exercise initiative and resourcefulness in obtaining information or evidence;
- (6) Skill in conducting investigations to include interviewing and report writing.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled.

FSN# 2014/15
Security Investigator

OPEN TO: All interested Candidates

POSITION: Security Investigator, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: January 31, 2013

CLOSING DATE: Until filled.

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)(Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Conduct a variety of sensitive and complex investigation concerning misconduct, criminal activity, threats or security incidents as well as pre-employment investigations for security clearance for locally employed staff and local contractors. Duties include coordinating responses to emergency situations involving accidents and criminal actions and maintaining liaison with high level officials of Royal Thai Government (RTG), Royal Thai Police (RTP) and military offices.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Political Science, Social Science, Public Administration or related discipline;
- (2) Three years of progressively responsible experience in investigative work with military, police, private security organization;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Ability to maintain extensive contacts with officials of local government;
- (5) Ability to exercise initiative and resourcefulness in obtaining information or evidence;
- (6) Skill in conducting investigations to include interviewing and report writing.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled.

FSN 2014/16 (T)
Voucher Examiner

OPEN TO: All interested Candidates

POSITION: Voucher Examiner, FSN-6; FP-8, Trainee

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB362,706 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide full scope of vouchering services to all employees officially and their family members. Duties include processing invoices and other claims for certification and payment from official funds; verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of College study in accounting, business administration and/or finance related subject;
- (2) One year's experience in accounting or related functions;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to use computer packages/applications, typewriter (30 wpm), copier, calculator, and scanner;
- (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN 2014/16
Voucher Examiner

OPEN TO: All interested Candidates

POSITION: Voucher Examiner, FSN-7; FP-7

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB480,033 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide full scope of vouchering services to all employees officially and their family members. Duties include processing invoices and other claims for certification and payment from official funds; verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of College study in accounting, business administration and/or finance related subject;
- (2) Two years' experience in accounting or related functions;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to use computer packages/applications, typewriter (30 wpm), copier, calculator, and scanner;
- (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/17(T)

Computer Management Assistant

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-6, FP-8 (Trainee)

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6 ฿362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road.

BASIC FUNCTIONS REQUIRED:

The incumbent is under the general direction of the Executive Deputy Program Director, International Law Enforcement Academy (ILEA), Bangkok, Thailand. S/He provides information technology (IT) work and serves as a source of technical assistance in the support and maintenance of the ILEA's technology based information, data, video, and voice systems. The candidate performs a variety of routine and technical IT work associated with information, communication, other computer-based operating systems and applications. S/He also performs within a broad framework of general policy, which requires creativity and resourcefulness, leads and directs one or more employees including answering general to complex questions functioning as an expert resource, maintaining assignment completion schedules, and performing the same or higher level tasks.

QUALIFICATIONS REQUIRED:

- (1) Completion of high vocational school in computer science or information technology;
- (2) At least one year of experience in information technology, computer systems and/or security equipment;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have knowledge and skills in support and maintenance of technology based information, data, video, and voice systems to include accurate keyboarding;
- (5) Ability to be a work/project leader with delegation skills;

(6) Ability to use hand tools, including battery/electrically operated, requiring manual dexterity, and configure, install, administer and maintain desktop computer equipment, sever and software applications.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/17

Computer Management Assistant

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-7, FP-7

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7 ฿480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road.

BASIC FUNCTIONS REQUIRED:

The incumbent is under the general direction of the Executive Deputy Program Director, International Law Enforcement Academy (ILEA), Bangkok, Thailand. S/He provides information technology (IT) work and serves as a source of technical assistance in the support and maintenance of the ILEA's technology based information, data, video, and voice systems. The candidate performs a variety of routine and technical IT work associated with information, communication, other computer-based operating systems and applications. S/He also performs within a broad framework of general policy, which requires creativity and resourcefulness, leads and directs one or more employees including answering general to complex questions functioning as an expert resource, maintaining assignment completion schedules, and performing the same or higher level tasks.

QUALIFICATIONS REQUIRED:

- (1) Completion of high vocational school in computer science or information technology;
- (2) At least two years of experience in information technology, computer systems and/or security equipment;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have knowledge and skills in support and maintenance of technology based information, data, video, and voice systems to include accurate keyboarding;

- (5) Ability to be a work/project leader with delegation skills;
- (6) Ability to use hand tools, including battery/electrically operated, requiring manual dexterity, and configure, install, administer and maintain desktop computer equipment, sever and software applications.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/18(T)
Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-5, FP-9 (Trainee)

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road.

BASIC FUNCTIONS REQUIRED:

The incumbent is under the general direction of the Executive Deputy Program Director, International Law Enforcement Academy (ILEA), Bangkok, Thailand. S/He provides a variety of training support assistance and serves as training administrative coordinator for ILEA training programs. The incumbent coordinates and/or accomplishes all pre and post program logistical arrangements relative to ILEA participant registration, ILEA notifications, and Intra-agency requests for assistance, support, training, and participant confirmations. S/He coordinates and administers the ILEA-Bangkok Alumni Outreach program to include the tracking database as well as contacting participants and soliciting information regarding their successes associated with the training they received at the ILEA. S/He also identifies and designs applicable data points as well as collecting and updating information provided from participants and issuing reports.

QUALIFICATIONS REQUIRED:

- (1) Completion of high vocational school;
- (2) At least six months of experience in administrative/clerical work, general office management;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to be a group leader with facilitation, and have delegation skills.
- (5) Have knowledge and skills in use of computers and up to date software, as well as audio/visual equipment used for ILEA training;

(6) Have knowledge of training and education principles, curriculum development, delivery methods, evaluation and facilitation.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/18
Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-6, FP-8

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6 ฿362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road.

BASIC FUNCTIONS REQUIRED:

The incumbent is under the general direction of the Executive Deputy Program Director, International Law Enforcement Academy (ILEA), Bangkok, Thailand. S/He provides a variety of training support assistance and serves as training administrative coordinator for ILEA training programs. The incumbent coordinates and/or accomplishes all pre and post program logistical arrangements relative to ILEA participant registration, ILEA notifications, and Intra-agency requests for assistance, support, training, and participant confirmations. S/He coordinates and administers the ILEA-Bangkok Alumni Outreach program to include the tracking database as well as contacting participants and soliciting information regarding their successes associated with the training they received at the ILEA. S/He also identifies and designs applicable data points as well as collecting and updating information provided from participants and issuing reports.

QUALIFICATIONS REQUIRED:

- (1) Completion of high vocational school;
- (2) At least one year of experience in administrative/clerical work, general office management;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to be a group leader with facilitation, and have delegation skills.
- (5) Have knowledge and skills in use of computers and up to date software, as well as audio/visual equipment used for ILEA training;

(6) Have knowledge of training and education principles, curriculum development, delivery methods, evaluation and facilitation.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/19 (T)
Procurement Agent

OPEN TO: All Interested Candidates

POSITION: Procurement Agent, FSN-5, FP-9 (Trainee)

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 \$324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Procurement Agent in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road.

BASIC FUNCTIONS REQUIRED:

The incumbent serves as the Procurement Assistant responsible for procurement and inventory of supplies, equipment and services required by the International Law Enforcement Academy (ILEA) in Bangkok, Thailand. S/He handles procurement of a full range of supplies, equipment and services for the ILEA and all sections, reviews purchase requests for completeness, adequacy and accuracy of descriptive data, procurement authority and regulatory requirements on both U.S. and Thai. S/He also tracks procurement actions, performs follow-up as required, and drafts correspondence/request purchasing approval (on Thai regulations), including but not limited to, cables to the Department and letters to vendors, delivery instructions and other documents pertaining to procurement matters. S/He performs any and all routine procurement functions as required in the absence of Chief of Procurement.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Business Management, Social Science, or Arts;
- (2) At least six months of experience in the field of business management, administrative work dealing with procurement process;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have knowledge of business operations and procurement principles;
- (5) Have knowledge and skills in the use of computers and related software.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/19
Procurement Agent

OPEN TO: All Interested Candidates

POSITION: Procurement Agent, FSN-6, FP-8

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6 \$362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Procurement Agent in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road.

BASIC FUNCTIONS REQUIRED:

The incumbent serves as the Procurement Assistant responsible for procurement and inventory of supplies, equipment and services required by the International Law Enforcement Academy (ILEA) in Bangkok, Thailand. S/He handles procurement of a full range of supplies, equipment and services for the ILEA and all sections, reviews purchase requests for completeness, adequacy and accuracy of descriptive data, procurement authority and regulatory requirements on both U.S. and Thai. S/He also tracks procurement actions, performs follow-up as required, and drafts correspondence/request purchasing approval (on Thai regulations), including but not limited to, cables to the Department and letters to vendors, delivery instructions and other documents pertaining to procurement matters. S/He performs any and all routine procurement functions as required in the absence of Chief of Procurement.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Business Management, Social Science, or Arts;
- (2) At least one year of experience in the field of business management, administrative work dealing with procurement process;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have knowledge of business operations and procurement principles;
- (5) Have knowledge and skills in the use of computers and related software.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

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Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/21
Maintenance Man

OPEN TO: All Interested Candidates

POSITION: Maintenance Man, FSN-5, FP-9

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Maintenance Man in Technical Assistance Program Office (TAPO), located in 120-122 Wireless Road, Bangkok and Bangkok, Thailand.

BASIC FUNCTIONS REQUIRED:

Assist in the maintaining of offices, warehouse, and utility facilities in Bang Khen site. Assist in preparing, receiving, coordinates, and shipping equipment and materials. Serves as the liaison between Thai service providers and TAPO Chief of Logistics and TAPO Management chain. Drive and maintain forklift, cargo van and large panel truck. Purchase stores, and maintains records of building, vehicle, and cleaning supplies. Pay monthly bills and correspond with vendors and utility providers.

QUALIFICATIONS REQUIRED:

- (1) Completion of Secondary school (Mathayom 6);
- (2) At least two years performing facility maintenance duties, such as, electrical, plumbing, carpentry, or related fields;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and Level II (limited knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);
- (4) Must be able to work cohesively with co-workers and independently with minimal supervision, and perform minor repairs in basic electricity, basic carpentry, basic plumbing, basic HVAC and facility maintenance;
- (5) Must be able to drive a passenger van, cargo van (a copy of Thai driver's private license is required with application);
- (6) Must be able to drive large truck (a copy of Thai driver's public license for truck is required with application).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

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Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/22 (T)
Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-6, FP-8 (Trainee)

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6 \$ 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Regional Information Management Center (RIMC) office located at 120 – 122 Wireless, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the Administrative Assistant to the Director of the Regional Information Management Center (RIMC) and as the Assistant Office Manager supporting the RIMC office including four Branches Chiefs and eighteen technicians stationed in Bangkok and at the satellite office in Beijing, Canberra, Manila, New Delhi and Tokyo. The incumbent arranges travel, properly uses and controls a US Government purchase card, schedules local training and arranges for and sets up facilities to accommodate the training. S/he also processes internal and external mail, screens calls and preparation of official correspondence, and supports administrative and logistical requirements for RIMC visitors. S/he maintains files, supplies and inventory of RIMC assets, maintains time and attendance records, submits bi-weekly reports, and processes, reconciles and reports budgetary information.

QUALIFICATIONS REQUIRED:

- (1) Completion of high vocational school;
- (2) At least one year of experience in handling administrative duties related to financial reports/support, logistics support, or activities arrangement;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have a thorough understanding of financial management and procurement;
- (5) Advance skills in using of Microsoft Office.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014

FSN# 2014/22

Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7, FP-7

OPENING DATE: February 7, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7 ฿ 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Regional Information Management Center (RIMC) office located at 120 – 122 Wireless, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the Administrative Assistant to the Director of the Regional Information Management Center (RIMC) and as the Assistant Office Manager supporting the RIMC office including four Branches Chiefs and eighteen technicians stationed in Bangkok and at the satellite office in Beijing, Canberra, Manila, New Delhi and Tokyo. The incumbent arranges travel, properly uses and controls a US Government purchase card, schedules local training and arranges for and sets up facilities to accommodate the training. S/he also processes internal and external mail, screens calls and preparation of official correspondence, and supports administrative and logistical requirements for RIMC visitors. S/he maintains files, supplies and inventory of RIMC assets, maintains time and attendance records, submits bi-weekly reports, and processes, reconciles and reports budgetary information.

QUALIFICATIONS REQUIRED:

- (1) Completion of high vocational school;
- (2) At least two years of experience in handling administrative duties related to financial reports/support, logistics support, or activities arrangement;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have a thorough understanding of financial management and procurement;
- (5) Advance skills in using of Microsoft Office.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: February 20, 2014
